

Office of the Circuit Executive
United States Courts
for the
District of Columbia Circuit

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Administrative Specialist
Announcement Number USCA-09-02

Position Description - The Office of the Circuit Executive for the D.C. Circuit is accepting applications for the position of Administrative Specialist. This position provides clerical and administrative staff support to ensure the smooth and efficient management of the office and its mediation programs.

Qualifications - Candidates must show experience that demonstrates the ability to: (1) apply a body of rules, regulations, procedures, or policies accurately and consistently; (2) effectively communicate with others both verbally and in writing; (3) show attention to detail, organizational skills, and the ability to manage multiple tasks; and (4) be flexible, work well under pressure, and maintain a positive attitude.

Experience and Education - A minimum of two years of general clerical, office, or other work experience that demonstrates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of this position is required. A high school diploma or equivalent is required.

Salary - CL 23 (\$32,967 - \$53,574) depending on qualifications

Schedule - Work hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

Position Location - Washington, D.C.

Conditions of Employment - Applicants must be a United States citizen or eligible to work in the United States. Employees of the federal courts are excepted service appointments. Excepted service appointments are "at will" and may be terminated with or without cause by the court. The candidate selected for the position will be hired provisionally pending the results of a background investigation. Because of the large volume of applications, only those candidates who will be interviewed will be contacted.

Application Process - Submit cover letter and resume to Elizabeth Paret at Vacancy@cadc.uscourts.gov. The Job Announcement Number should appear in the Subject Line. A single pdf attachment is preferred, but a single WordPerfect or Word attachment is acceptable.

Vacancy announcement open until filled.